

DD/S 65-5203

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FILE *Training 6*

MEMORANDUM FOR : Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Executive Officer to the DD/S

SUBJECT : Nominations for Midcareer Executive Development
Course No. 8

1. The eighth Midcareer Executive Development Course will be held from 9 January to 18 February 1966. It is requested that nominations for the Course be submitted to the DD/S Training Officer, Room 2E30, Headquarters Building no later than 15 November 1965.

2. The Support Directorate has an allocation of eight along with three alternates. It is requested that you nominate two candidates. Final selections will be made from this group.

3. Nominations should be accompanied by six copies of each of the following:

- a. An up-to-date Biographic Profile (Form 1200)
- b. The two most recent Fitness Reports
- c. A statement that the candidate has completed an Agency Management Course or its equivalent
- d. A career plan which describes the developmental training and assignments contemplated during the next five years and a statement indicating the intention of the Career Service to promote the individual eventually to grade GS-15 or higher

4. Questions should be directed to the DD/S Training Officer, extension

STAT

/s/

Special Assistant to the
Deputy Director for Support

STAT

SA-DD/S:HLB:jbb (2 November 1965)

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